

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
Standing Subcommittee: Policies and Procedures
Wednesday, November 30, 2016
5:30 PM***

*Arlington High School
School Committee Room, 6th Floor
869 Mass Avenue
Arlington, MA 02476*

Open Meeting

Public Participation

Approve draft minutes of November 9, 2016 meeting

Review questions put to MASC and responses regarding Policy Book review by MASC

Decide on recommendation to full committee on MASC and contract

Discuss counsel's response to File: IHAMB Teaching About Alcohol, Tobacco, and Drugs

- *Recommend add IHAMB as amended*
- *Recommend amended JICH*
- *Delete IHAMA*

Discuss File KEC PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

Discuss File DGA: Single signer vendor warrant policy

- *MASC DGA*

New Business

Determine time and date for next meeting

Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Bill Hayner, Chair



Town of Arlington, Massachusetts

Approve draft minutes of November 9, 2016 meeting

ATTACHMENTS:

Type	File Name	Description
▣ Minutes	SC_P_P_meeting_Draft_minutes_11_9_2016.docx	SC P&P Draft minutes 11 9 2016

Arlington School Committee
School Committee Meeting
Tuesday, December 13, 2016
at 5:30 PM
Policies and Procedures Subcommittee
Draft Minutes

School Committee Room, 6th Floor
869 Mass Avenue, Arlington, MA

1. Open Meeting - 5:30 pm
2. Public Participation
3. Approve minutes November 9 , 2016
4. Discussion of MASC reviewing and updating the entire Policy Book
MASC offer
5. Develop questions to be answered from MASC
 - a. Please provide a list of the communities that have used this service (contact them and get their opinion of the service)
 - b. Since our policy book has been digitized, does this lower the price?
 - c. What does the legal review you offer entail?
 - d. Is the charge for the service a flat rate or hourly?
 - e. How do you treat recently updated policies?

What have we spent on legal regarding updating our policies so far?

6. File: IHAMB why is 2nd last paragraph there, is it legal requirement not stated in statute?
File: JICH

Recommend add IHAMB and JICH and delete IHAMA

DGA authorized Signatures

Attempt draft change for one signer, multiple designees.

Does MASC have suggestions on vendor warrants as well as payroll.

7. Next meeting - Date
8. New business

File: IHAMB why is 2nd last paragraph there, is it legal requirement not stated in statute?
File: JICH

Recommend add IHAMB and JICH and delete IHAMA

First read at 11 10 16 SC meeting Kirsi motion, Paul seconded

ON HOLD till above question is answered.

DGA authorized Signatures

Attempt draft change for one signer, multiple designees.

Does MASC have suggestions on vendor warrants as well as payroll.

9. Adjournment 6:05

DRAFT



Town of Arlington, Massachusetts

Decide on recommendation to full committee on MASC and contract

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	MASC_questions_11_302016.docx	MASC Questions 11 302016
▣ Reference Material	MASC_responses_11_302016.docx	MASC responses 11 302016

- a. Please provide a list of the communities that have used this service (contact them and get their opinion of the service)
- b. Since our policy book has been digitized, does this lower the price?
- c. What does the legal review you offer entail?
- d. Is the charge for the service a flat rate or hourly?
- e. How do you treat recently updated policies?

1. We don't maintain a list of districts that have used the full review service - we have done every manual in the state that uses the NEPN coding system at one time or another, some more than once (I've been doing policy manuals for 20 years!!). For a list of our most recent users please visit the online policy manual page on our website - there are more than 50, all of whom had a full manual review prior to going online.
2. We keep the price as low as we possibly can. When we do a full manual, we merge your Manual with our reference manual and whether or not you provide Word docs or paper our process still requires similar labor. When we put a manual online it is converted from Word files to a database product so there isn't really a way to skip any steps.
3. We have had our reference manual vetted by MASC's legal counsel. Any policy changes we make often are not only reviewed by Steve Finnegan but also frequently we will consult with appropriate legal counsel at state agencies. When we do a manual with a district we will make recommendations around policies that aren't in our manual and may ask that district legal counsel be consulted. While I know the law, I want to be clear that I am not a lawyer and I do not give legal advice.
4. Our fees are flat rate - our fees do not always represent our cost as our philosophy is that some part of each service is also partially covered by dues revenue.
5. MASC does not make any policy decisions. We may make recommendations for changes based on practice or law but what is done to your policies is your decision. Recently updated policies are still reviewed but if you are happy with it then it is unlikely there would be any change.



Town of Arlington, Massachusetts

Discuss counsel's response to File: IHAMB Teaching About Alcohol, Tobacco, and Drugs

Summary:

- Recommend add IHAMB as amended
- Recommend amended JICH
- Delete IHAMA

ATTACHMENTS:

Type	File Name	Description
▢ Policy	IHAMB_Teaching_about_Alcohol- Drugs_March_2016_11302016.docx	IHAMB Teaching About Alcohol, Tobacco and Drugs

TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12.

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The curriculum, ~~instructional materials~~, and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

This policy shall be posted on the district's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC March 2016

LEGAL REFS.: M.G.L. 71:1 ;71:96

CROSS REFS: GBEC, Drug Free Workplace Policy
JICH, Drug and Alcohol Use by Students



Town of Arlington, Massachusetts

Discuss File KEC PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

ATTACHMENTS:

Type	File Name	Description
▢ Policy	KEC_complaints_about_Curr_11302016.docx	KEC PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The School Committee, though it is ultimately responsible for all curriculum and instructional materials (including library books), recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the school system's educational philosophy and goals.

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. If a parent/guardian requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose. This does not apply however, to basic program texts and materials that the committee has adopted.
2. The committee will not permit any individual or group to exercise censorship over instructional materials and library collections, but recognizes that at times a reevaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:
 - a. The person who objects to the book or other material will be asked to sign a complaint on a standard form on which he/she will document his/her criticism.
 - b. Following receipt of the formal complaint, the Superintendent will provide for a reevaluation of the material in question. He/she will arrange for the appointment of a review committee from among the faculty to consider the complaint.
 - c. The Superintendent will review the complaint and the committee's reevaluation and will render a decision in the matter. Should the decision be unsatisfactory to the complainant, he/she may appeal it to the committee.

In summary, the committee assumes final responsibility for all books and instructional materials it makes available to students; it holds its professional staff accountable for their proper selection. It recognizes rights of individual parent/guardians with respect to controversial materials used by their own children; it will provide for the reevaluation of materials in library collections upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach will be respected.

LEGAL REF.: MG.L. [76:5](#)

[603 CMR 26:00](#)

603 CMR 26:09 Private Right of Enforcement

(1) Nothing in 603 CMR 26.00 shall abridge or in any way limit the right of a parent, guardian, or person affected to seek enforcement of M.G.L. c. 76, § 5 in any court or administrative agency of competent jurisdiction. (Source DESE)

603 CMR 26:10 (There is no longer a 26:10)

Most recently amended by the Board of Elementary and Secondary Education: June 26, 2012

CROSS REFS.: IJ, Instructional Materials
 IJJ, Selection and Adoption of Textbooks
 IJL, Selection and Adoption of Library Materials



Town of Arlington, Massachusetts

Discuss File DGA: Single signer vendor warrant policy

Summary:

- MASC DGA

ATTACHMENTS:

Type	File Name	Description
▢ Policy	dga_Authorized_Signatures_11302016.docx	DGA Authorized Signatures
▢ Policy	MASC_DGA_11302016.docx	DGA Authorized Signatures MASC
▢ Policy	DK_Payment_Procedures_11_30_2016.docx	DK Payment Procedures 11 30 2016
▢ Policy	MGL_ch_76_Section_5_11_302016.docx	MGL

AUTHORIZED SIGNATURES

Payroll Warrants Upon the election of the new School Committee chair each spring, the full committee shall authorize the Chair to sign Payroll Warrants on behalf of the School Committee. School Committee members shall be notified of the date when the payroll warrant is ready for the Chair's signature and shall be entitled to review the payroll warrant.

Vendor Warrants Vendor Warrants are payments made to vendors who provide goods and services to the Arlington Public Schools and are processed three to four times per month. The Vendor Warrant shall be signed by the Superintendent of Schools or by the Chief Financial Officer or Assistant Superintendent in the Superintendent's absence. Upon creation of a Vendor Warrant by the School Department, the full School Committee shall be notified by email or by telephone that the Vendor Warrant is ready for review and signature. To reduce delays in payments to vendors, School Committee members are asked to review the vendor warrant within two days of notification.

Vendor Warrant summaries, including an invoice date, vendor name, and payment amount, shall be placed in the School Committee Secretary's office for review by School Committee members. School Committee members should note any conflicts on approved individual payments. Conflicts could include payments to a School Committee Member for reimbursements or payments to a vendor in which a Member or a member of his or her immediate family has a financial interest. Once a Member has reviewed the summary and invoices, s/he is asked to sign the Accounts Payable cover sheet for that warrant that will serve as his/her approval of the vendor warrant. Upon the signature of four School Committee members, the warrant shall be forwarded to Town Hall for approval and processing.

The full School Committee may vote on Vendor Warrants that have already been executed.

Revised: January 2004

LEGAL REFERENCES: MGL, 268A, Section 19:

A municipal district may, as of November 7, 2016, designate a single member to approve bill warrants and report back to the full Committee on their actions.
THIS PROCESS IS NOT ALLOWED AT REGIONAL DISTRICTS.

Our advice to municipal districts is that the School Committee review its policy on "payment of expenses" and, if it wishes to utilize the new process, that it designate a member and a second member as a backup.

File: DGA

AUTHORIZED SIGNATURES

The Chair of the School Committee or designee and the Superintendent or designee will sign payrolls presented for approval.

The town treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds. No other signature is valid.

SOURCE: MASC August 2016

LEGAL REF.: M.G.L. 41:41; 41:52

File: DK - PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with regulations developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, the Committee will receive monthly lists of bills (warrants) for payment from school department funds. The lists will be certified as correct and approved for payment by the School Committee and then forwarded to the municipal auditor for processing and subsequent payment by the municipal treasurer. Actual invoices, statements, and vouchers will be available for inspection by the School Committee.

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school building administrators will be responsible for observing budget allocations in their respective schools.

SOURCE: MASC August 2016

LEGAL REF.: M.G.L. [41:41](#); [41:52](#) [41:56](#)

Section 5. Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.



Town of Arlington, Massachusetts

Submitted by Bill Hayner, Chair